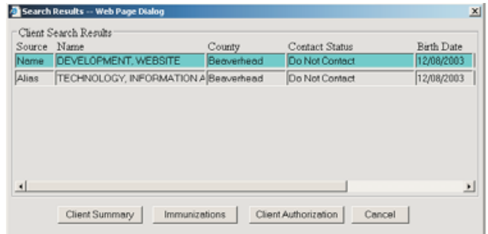
Does the Client Exist in the Database?



1. If the client is among the search results, click on the client name to select it.
2. Navigate to Client Summary, Immunizations or Client Authorization by clicking the appropriate button.
3. If the client is not among the search results, click the Client Authorization button to navigate to the Client Authorization screen and begin entering a new client.

Adding a New Client

1. On the Client Authorization screen enter values in the mandatory* fields.
2. Click the Open Client Intake button to navigate to the Client Intake screen.

Entering Data for a New Client

1. Enter values in mandatory* and other fields.
2. On the Address and Telephone tabs click the Insert button to add a new row of data.
3. Click the Save icon.

Viewing Client Information

1. All fields on the Client Summary Screen are read only.
2. Navigate to Client Intake, Client Alerts, Client Allergies, or Immunization to make changes to this screen.

* Note all blue fields are mandatory and require that data be entered.

Adding Alerts

1. Click the Insert button to add a new row of data.
2. Enter values in mandatory* and other fields.
3. Click the Save icon.

Adding Allergies

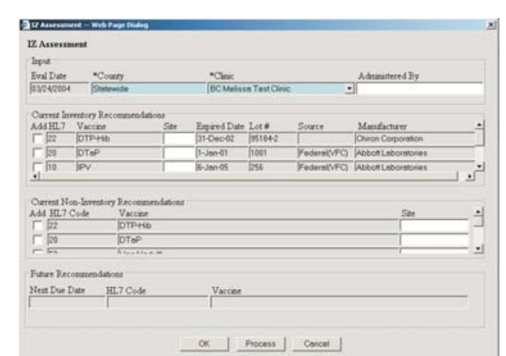
1. Click the Insert button to add a new row of data.
2. Enter values in mandatory* and other fields.
3. Click the Save icon.

Recording Immunizations

Immunization

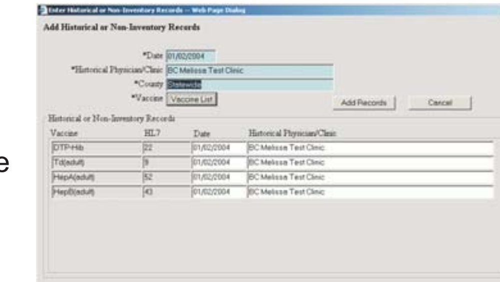
1. The Immunizations tab is blank until immunizations are entered for this session.
2. To determine what vaccines the client needs, click the Assessment button.
3. To enter a historical or inventory vaccine for the client, click the appropriate button.
4. The Immunization History tab displays a full list of all vaccines given to the client.
5. Once all vaccines are entered, click the Save icon.

Immunization Assessment



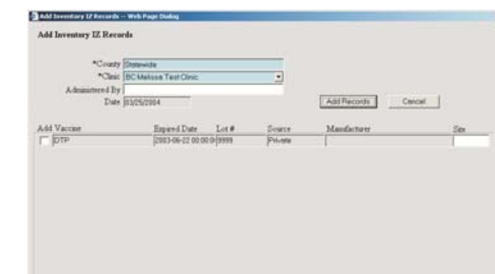
1. Enter values in mandatory* and other fields.
2. Click the Process button.
3. Select each vaccine you want to administer in either the Inventory Recommendations or Non-Inventory Recommendations.
4. Click the OK button to register the vaccine on the Immunizations tab.
5. Click the Save icon.

Adding Historical and IZ Records



1. Enter today's date or a date less than today's date.
2. Double click for a list of Physician/Clinics or type the Historical Physician/Clinic.
3. Change the County by double clicking and selecting a new County.
4. Click the Vaccine List button to select multiple vaccines.
5. Click the Select button to transfer the Vaccines to the Add Historical screen.
6. Click the Add Records button to transfer the information to the Immunization screen.
7. Click the Save icon.

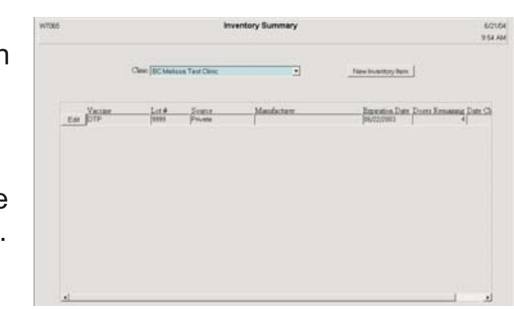
Adding Inventory IZ Records



1. Enter values in mandatory* and other fields.
2. Select the vaccine by clicking the check box.
3. Click the Add Records button to register the vaccine on the Immunizations tab.
4. Click the Save icon.

Inventory Management

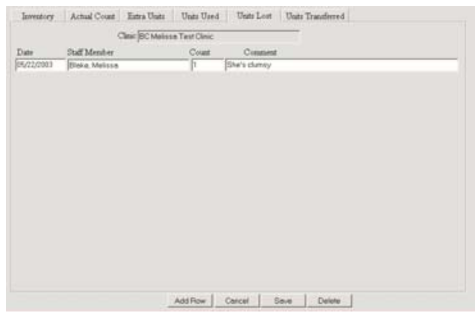
Creating a New Inventory Item



1. From the main menu select Maintenance then Inventory Summary.
2. Select a value from the mandatory Clinic drop down list to populate the lower part of the screen.
3. To add a new inventory item, click the New Inventory Item button.
4. Enter values in mandatory and other fields.*
5. Click the Save button.

Continued...

Editing an Inventory Item



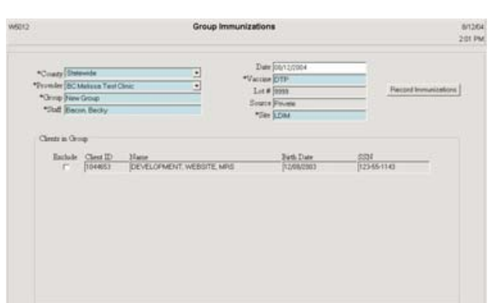
1. From the main menu select Maintenance then Inventory Summary.
2. Select a value from the mandatory Clinic drop down list to populate the lower part of the screen.
3. Click the Edit button on the left to edit the record.
4. Adjust the Inventory Log by clicking on the appropriate tab.
5. Click the Add Row button to enter a new row for the log change.
6. Click the Save button.

Group Encounters

Creating a New Group

1. From the main menu select Group Encounters than Groups.
2. Select a Clinic from the drop down list.
3. To create a new Group, click the Insert button and type the Group name.
4. To add clients to the Group enter the search criteria and click the Search button.
5. The client will be added to the Clients in the Group block, click the Save icon.

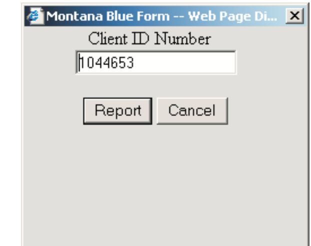
Administering a Vaccine to a Group



1. From the drop down lists select a County and Provider.
2. Double click to select a Group.
3. Double click to select a Staff member that administered the vaccine.
4. To change the Date the vaccine was given, type a date in the following format (MMDDYYYY).
5. Double click to select a Vaccine.
6. Double click to select the Site.
7. Click the Record Immunizations button to register this vaccine to all clients in the Group.

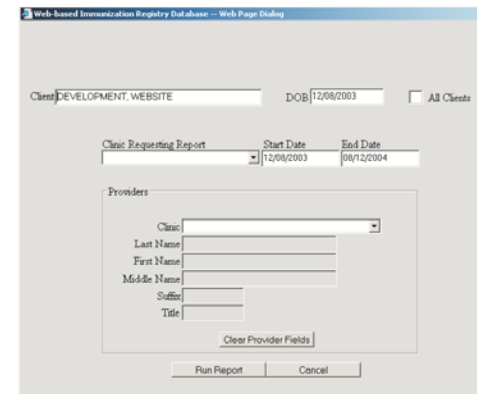
Reports

Montana Blue Form



1. Select the Report menu item.
2. Enter the clients ID number.
3. Click the Report button.

Detailed Client IZ Report



1. For a single client report, search for a client on the Client Search screen.
2. From the main menu select Reports than Detailed Client IZ Report
3. From the drop down list select the Clinic Requesting the report.
4. Change the Provider information by clicking the Clear Provider Fields button.
5. Click the Run Report button to run a single client report.
6. Click in the All Clients checkbox to run a report for all clients for the Requesting Clinic.

Icons

Menu Toolbar

- To Save all changes click the Save icon -
- To Print a report click the Print icon -
- To exit the application click the Red Door -
- To search for a client, click the Client Search icon -

Other Icons

- LOV fields are identified by -

Hot keys

alt + E	Add Records	alt + D	Delete
alt + A	Alerts	alt + Z	Immunization
alt + G	Allergies	alt + I	Insert
alt + C	Cancel	alt + L	Login
alt + U	Client Authorization	alt + O	OK
alt + T	Client Intake	alt + F	Search for Client
alt + R	Client Summary	alt + S	Save

Rev. 20040817

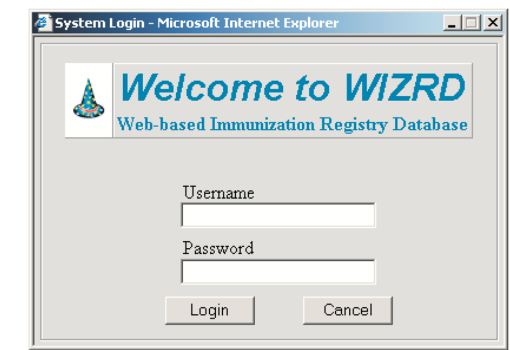
WIZRD

Web-based Immunization Registry Database

Quick Guide

Client Processing

Logging On



1. Enter a User Name and Password to login to the Application.
2. Click the Login button.

Password Screen

1. From the main menu select File then Password Screen.
2. Enter your old password, new password and confirm your new password.
3. Click the Change button to change your password.

NOTE: This will change your PHDS password.

On the Client Search screen

1. To search for a client enter a value in one or more of the search fields.
2. Click the Search for Client button.